

ATTACHMENT J

Approval Path Training Meeting Material

Approval Path Meeting May 3, 2011

Corrective Action #7 – FTA April 8 Letter

- Item #7 – Utilize a process that ensures compliance with FTA requirements for each federally funded contract. Furthermore, it should address the FTA mandated clauses in individual contracts, even if there is a master services agreement in place. This recommendation is in accordance with FTA Circular 4220.1F, Appendix D, 5010.1D, Chapter VI, Section 2€3(b) and Chapter II, Section 3(a)7.
- Achievement #2 – MDT will be implementing an automated approval path for all MDT grant procurement transactions that will require approvals by appropriate procurement staff.
- Action #2 – Appropriate documentation will be processed, SOP's will be finalized and staff trained by May 31, 2011.
- In accordance with Action #2 above, this presentation will cover the basis for the new grant approval paths for POs.

**PO – Knowing when a PO will be affected
by the Grant Approval Path
(Existing Screen)**

Session A - [24 x 80]

File Edit View Communication Actions Window Help

PCHL2360 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 -- TST2 05/12/2011
LINK TO: SPO / RELEASE PO WRITING 1:35 PM

PURCHASE ORDER : POMT1100484 ACTION IND: A STATUS: APPR NOTE : N
PURCHASING TYPE: BR INTF TYPE : DP EFF DT: 05/12/2011 TERM : Y
DEPARTMENT : MT5603 BUYER : 180 CREATE: 05/12/2011 QUOTE : N
PO AMOUNT : 10,000.00 MATCH TYPE: AA UPDATE: 05/12/2011 PRINT : N
PO NET AMOUNT : CHANGE : POST : COPIES : 01
REMAINING AMT : CREDIT IND: N WHSE : INS CRT: N
VENDOR/SUFFIX : 590998489 / 01 AMAZON HOSE & RUBBER CO SUB CTR: N
ADDRESS 1001 N.W. 159TH DRIVE VEN CHG: N
CITY : MIAMI GARDENS ST: FL ZIP: 33169 CTRY: US
P/O TITLE : PARTS & REPAIR SERVICES INSPECTOR GEN : Y
BPO/SCHED/CALL : ABCW1100373 / BASE / 0051 UAP: Y
DELIVERY DATE : 03/31/2013 FOB : DEST-P CON PROJECT:
EXPIRE DATE : FREIGHT : RESOLUTION :
DISCOUNT TERMS : NET45 WORKORDER ID : TRADE :
DIST METHOD : S (S.M.P) CONTRACT ID : 5745-2/14-1
SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL PERCENT
01 MTX062420211 43310 MTEP02 020000 MTX062 S10171

F1-SUB CONT F2-BPO VEN F3-DELETE F4-CREDIT-SUM F5-ADDL INFO F6-SEL TERMS
F7-COPY F8-OTHER KEY F9-LINK F10-SAVE F11-CREDIT F12-PRINT

E375 - PURCHASE ORDER IS SUBMITTED FOR APPROVAL PROCESSING

M a 04/031

Connected to remote server/host ibmprd using port 23 HP LaserJet 4200/4300 PCL6 on Ne03:

When PO is saved by pressing F10, the Grant field will be automatically filled in if a Grant is used.

**PO – Knowing when a PO will be affected
by the Grant Approval Path
(Existing Screen – New Approval Level)**

Session A - [24 x 80]

File Edit View Communication Actions Window Help

PCHL9220 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 -- TST2 05/12/2011
 LINK TO: DOCUMENT AUTHORIZATION TRACKING-ACTIVE 1:36 PM
 PAGE 01 OF 01

DOCUMENT ID : P0MT1100484 NOTEPAD : N

	DEPT	USER	LEVEL	CHNG	APRV STAT	ACTIVITY DATE	DAYS OUT
1	MT5603	ANTELO, LOURDES (FN) 305-375-5 999	999	N	INIT	05/12/11	
2		LEV- 600		N			
3	MTGT	LEV- 650		N			

F1-HELP F4-PRIOR F5-NEXT
 F7-PRIOR PG F8-NEXT PG F9-LINK
 G112 - INQUIRY SUCCESSFUL

M a 04/017

Connected to remote server/host ibmprd using port 23 HP LaserJet 4200/4300 PCL6 on Net03:

After changing the action indicator on PCHL2360 to "P" (for post) and pressing F10, the PO will be sent through the existing approval path corresponding to the initiating department, purchasing type and possibly the amount of the PO.

Screen PCHL9220 (seen above) will provide a view of the approval path that PO will take. The PO will first be routed based on the initiating department (in this example, MT5603) as defaulted from PO entry in PCHL2360. Please, notice the new level 650 for grant approval.

**PO – Knowing when a PO will be affected
by the Grant Approval Path
(Existing Screen – New Approval Level)**

Session A - [24 x 80]

File Edit View Communication Actions Window Help

PCHL9210 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 -- TST2 05/12/2011
LINK TO: DOCUMENT AUTHORIZATION MAILBOX 1:36 PM

DEPARTMENT : MT5603 MIAMI DADE TRANSIT / MATERIALS
DOCUMENT : ** ALL DOCUMENTS
DOCUMENT TYPE: ** ALL DOCUMENT TYPES
VIEWING LEVEL: 600

REJ/ S	AUTH	NTP	DOC	TYPE	USER	DOC ID	BUYER	ORIGINAL AMOUNT	CREATE DATE	CHG IND	DAYS OUT
	Y	CR	CE	LEV-	600	RQMT1100003	013	26,652.00	04/28/11	Y	14
	N	CV	BR	LEV-	600	ACCW1108184		18,500.00	03/07/11	N	66
	N	CV	BR	LEV-	600	ACCW1108185		8,300.00	03/07/11	N	66
	N	DP	BR	LEV-	600	POMT1100329	994	2,000.00	03/01/11	N	72
	N	DP	BR	LEV-	600	POMT1100484	180	10,000.00	05/12/11	N	

SIGNATURE:

F1-HELP F2-SELECT
F7-PRIOR PG F8-NEXT PG F9-LINK F10-REJ-AUTH F11-NOTEPAD F12-OVERRIDE
G353 - NO MORE NEXT RECORDS

M a 04/017

Connected to remote server/host ibmprd using port 23 HP LaserJet 4200/4300 PCL6 on Ne03:

Screen PCHL9210 is the document authorization mailbox screen where select users approve documents, in this case, POs.

**PO – Knowing when a PO will be affected
by the Grant Approval Path
(Existing Screen – New Approval Level)**

Session A - [24 x 80]

File Edit View Communication Actions Window Help

PCHL9210 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 -- TST2 05/12/2011
LINK TO: DOCUMENT AUTHORIZATION MAILBOX 1:37 PM

DEPARTMENT : MTGT MIAMI-DADE TRANSIT GRANT APPRO
DOCUMENT : ** ALL DOCUMENTS
DOCUMENT TYPE: ** ALL DOCUMENT TYPES
VIEWING LEVEL: 650

REJ/ S AUTH	NTP	DOC	DOC TYPE	LEVEL/ USER	DOC ID	BUYER	ORIGINAL AMOUNT	CREATE DATE	CHG IND	DAYS OUT
N	DP	BR	LEV-	650	POMT1100481	180	12,000.00	05/11/11	N	1
N	DP	BR	LEV-	650	POMT1100484	180	10,000.00	05/12/11	N	

SIGNATURE :

F1-HELP F2-SELECT
F7-PRIOR PG F8-NEXT PG F9-LINK F10-REJ-AUTH F11-NOTEPAD F12-OVERRIDE
G112 - INQUIRY SUCCESSFUL

M a 04/017

Connected to remote server/host ibmprd using port 23 HP LaserJet 4200/4300 PCL6 on Ne03:

After the PO has been approved through the established approval path(s), if the PO contains a grant, the PO will be forwarded to the new designated grant authorization mailbox (level 650) before final posting can proceed.

What's next?

- MDT to identify the appropriate approvers
- MDT to provide authorized security forms, please use the FAMIS/ADPICS Security Form found in Finance's website
- Training to all parties involved – dates to be determined